**Chromebook**

**Keyboard/ Trackpad Actions**

AFTER HIGHLIGHTING TEXT:

**CTRL C = Copy**

**CTRL V = Insert**

**CTRL X = Cut**

**CTRL A = Select All**

ON TRACK PAD:

Two Fingers tap together = **Right Click**

Two fingers together moving up or down = **Scroll**

One finger taps, other finger drags = **Highlight text**

**or moving items**